

DEPARTMENT INSTRUCTION	DI- 14-1	Library
Subject	Page 1 of 1	Effective Date November 2004
RULES OF CONDUCT FOR LIBRARY PATRONS	Supersedes DI- 14-1	Dated June 1989

A. Central Library and each branch library shall keep the following rules posted at the entrance of the building and elsewhere as deemed necessary:

In order to allow library patrons and staff to use the library's facilities without disturbance or undue interference, and to provide a clean, pleasant and safe environment, please consider your fellow library users and staff and refrain from the following in the library:

1. Smoking, eating, or drinking, bringing open containers of food or drink in the library.
2. Sleeping or loitering.
3. Using loud, abusive, threatening or insulting language.
4. Engaging in any disruptive or unsafe behavior.
5. Disturbing, offending, intimidating, annoying, or harassing others.
6. Leaving a child under the age of 8 unattended.
7. Bringing any containers, packages, briefcases, parcels, or bundles into the library which singly or collectively exceed 24"x 18"x 6". All items not prohibited are subject to inspection.
8. Bringing shopping carts or wheeled conveyances into the building, with the exception of wheelchairs and baby strollers/carriages used for the actual transport of a person or child or wheeled backpacks and book carriers not exceeding 24"x15"x12" (excluding handles).
9. Bringing any animal into the building, with the exception of service animals accompanying a person with disabilities. By definition, "animal" includes all living things that are not plants or people.
10. Bringing sleeping bags, bed-rolls, or blankets into the building (blankets for small children are acceptable).
11. Coming into the library without wearing shoes and a shirt.
12. Using cell phones inside the library. Ringer volumes should be set to vibrate and use should be restricted to the lobby or outside the building.
13. Distributing handbills or flyers, soliciting signatures for petitions, selling merchandise, or other similar activities that may disrupt patrons use and enjoyment of the library.
14. Interfering with another person's use of the library, or the library staff's performance of their duties.
15. Engaging in any activity prohibited by law.

Noncompliance with the Rules of Conduct may result in an individual being required to leave the library premises, or in arrest and prosecution.

B. The following sign shall be kept posted in each restroom in the Central library and each branch library:

BASINS FOR WASHING HANDS AND FACE ONLY

Authorized:

Library Director